



McComb Recreation Department

Application for Renting Central Park Building

Rental Fee: 8a.m.-Noon-\$60; 1p.m.-5p.m.-\$60; 5p.m.-9p.m-\$60.00; 1p.m.-9p.m.-\$110.00 8a.m.-5p.m.-\$110 8a.m.-9p.m.- \$175.00

Deposit: \$50

Form Due Back: _____ Rental Date: _____ Time _____ am/pm until _____ am/pm

Number attending: _____ Type of Activity: _____

Name of Individual Responsible: _____

Address: _____ City: _____ State: _____ Zip: _____

Home Phone: _____ Work Phone: _____ Cell Phone: _____

Name of Organization: _____

In order for the City of McComb to hold your reservation, payment and this form must be received within two weeks of your event. Failure to do so will result in loss of reservation.

This Reservation/Rental is for the BUILDING ONLY at Central Park. The Splash Pad, play ground, tennis courts etc. are a public park. There may be other people on the property during your event.

CANCELLATIONS MUST BE MADE 20 DAYS PRIOR TO RENTAL DATE TO RECEIVE A REFUND.

No refunds will be made on outdoor facilities if rained out, however a credit will be issued if Department is contacted the following work day.

NO ALCOHOL OR SMOKING ALLOWED ON CITY PROPERTY!!!!

Rental Fee must accompany the application.

I agree to abide by the policies and rules of the City of McComb. I understand that I am responsible for any damages to City property that may occur during my usage. I understand I should report any problems to the Department of Recreation. I intending to be legally bound, hereby, waive, and decline any and all rights and claims for damages I may have against the McComb Recreation Department, City of McComb, and sponsors, and their representatives, successors and assigns for any and all injuries suffered by myself.

Signed: _____ Date: _____

Fees are subject to change without notification. Check with MRD for updated rates.

Office Use Only:

Payment \$ _____ Payment Method _____ Receipt _____ Date: _____

701 S. Magnolia St. • McComb, MS 39648 • (601) 684-4984 Fax • (601) 684-3056

February 9, 2012

McComb Recreation Department

Rules/Regulations for Renting Central Park Building

1. Building Capacity – Maximum 50 People
2. Clean-Up - Lessee must clean up any and all trash and remove any equipment within the contract lease period; otherwise, additional fees may be charged or deducted from deposits for the additional time used. Lessee is responsible for cleanup of the facility similar to pre-event condition.
3. User of the Building agrees to:
 - a. Clear tables of any debris of food;
 - b. Bag and remove all trash to outside containers-Any trash which will create odors must be removed; **THIS MEANS REMOVE ALL OF YOUR TRASH FROM THE PROPERTY**
 - c. Use of nails, tacks, staples or scotch tape on the walls is strictly prohibited
 - d. Remove all personal belongings at end of event;
 - e. No tape such as duct, electrical or other is allowed on floors;
 - f. Pick up trash in parking lot;
 - g. Clean up spills on tables, chairs and floors;
 - h. No tables, chairs or equipment may be taken outside of the building.
 - i. If facility is clean and there are no violations of the rental agreement, the deposit will be mailed no later than thirty (30) days after the event.
 - j. Any damages to the facility will be assessed at fair market value / replacement cost.
4. **OBJECTIONABLE CONDUCT** - Any person at Central Park whose conduct is disorderly or disruptive in one or more of the following respects, may be ejected from the premises by Manager or the Manager's designated representative or any police officer:
 - a. Intoxication;
 - b. Use of abusive, indecent, profane or vulgar language;
 - c. Making offensive gestures or displays;
 - d. Abusing or threatening another person in an obviously offensive
 - e. manner or fighting with another person;
 - f. Making unreasonably loud noise;
 - g. Vandalism.
5. Use of Central Park While Renting Building
 - a. **This Reservation/Rental is for the BUILDING ONLY at Central Park.** The Splash Pad, play ground, tennis courts etc. are a public park. There may be other people on the property during your event.
 - b. The Lessee will be responsible for all individuals that enter the building. Should anyone not associated with your event attempt to use the building, the Lessee has the right to politely ask them to leave.
 - c. The restroom in the building is not intended for park visitors outside your event participants.
 - d. The Lessee will be responsible for insuring that sand from the playground or water from the splashpad does not make its way into the building.

6 Tables & 40 Chairs
NO MRD CHAIRS OR TABLES OUTSIDE THE BUILDING